



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 141001
SCHOOL/OFFICE: Humanities and Social Sciences	CLASSIFICATION: UO 6
DIVISION/STRAND: Political Science	POSITION TITLE: Professor in Political Science
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: (insert class here) PN (insert approved position number here)
SECTION: Political Science	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: (insert class here) PN (insert approved position number here)
LOCATION: (insert physical location of the occupant of this position number here)	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE *(overall description of the function of this position)*

We have a vacancy for a Professor at the Department of Political Science with the School of Humanities and Social Science. The professional field of the position Professor is in political science. The research and teaching background of the successful applicant must be related to this research area of Political Science, and a research focus on related areas of Papua New Guinea politics. The Department of Political Science is committed to carrying out research, teaching, and dissemination of knowledge in political science with special emphasis on Papua New Guinea's place in the global politics. The Department wants a candidate that has strong research and publication background and record of accomplishment of administering postgraduate programs. The candidate will be active in introducing new courses and updating existing course to meet the market demands for the political science program.

ACCOUNTABILITIES *(overall description of the responsibilities of this position such as financial delegations or supervising staff)*

Not Applicable...

MAJOR DUTIES *(list the main tasks of this position e.g. provide technical advice or manage an area)*

1. To undertake all forms of pedagogic work which may include classroom teaching, tutorial work and associated outreach duties, residential, open and distance learning courses and student placements.
2. Ensure course deliverables are relevant and reflect best practice and current thinking.
3. Respond to the pastoral care needs of students, seeking help and support from specialists as necessary.
4. Understand contemporary issues relating to political science and awareness of national/international developments.
5. Engage in subject, professional and pedagogical scholarship as required to support teaching and learning in political science.
6. Undertake research, usually with the aim of producing outcomes such as publications and /or external income and mentor junior staff in the area of research and publication.
7. Raise the academic profile of the University of PNG through the dissemination of the results of research and the development of external networks within and outside UPNG.

8. Where appropriate, contribute to consultancy, knowledge exchange and continuing professional development activity within the Political Science strand.
9. Participate in cross-faculty and cross-institution networks and committees, chairing groups as necessary.
10. Participate in the recruitment of students, attending open days and contributing to recruitment materials as necessary.
11. Undertake a range of activities that contribute to the management and/or administration of Political Science strand, which may include course/programmed/ module leadership, chairing ad hoc working groups where necessary.
12. Undertake a range of program designs in course development linked to practice outside of teaching.
13. Mentor and support colleagues as appropriate, and provide advice and guidance as to their teaching practice and personal development.
14. Create and/or adjust teaching materials and methods to take into account the needs of students with disabilities or other special needs, seeking expert advice and guidance where required.
15. Ensure your own conduct, reflects the University's Equality and Diversity Policy and, where possible, supports the institutions duty to promote equality and quality education.
16. Take responsibility for the health and safety of students and others, conducting risk assessments as necessary, seeking expert help and guidance as needed.
17. Where relevant, comply with relevant regulatory/professional Codes of Conduct.
18. Any other duties as may reasonably be assigned from time to time by the Head of Department or the nominee.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS (*identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook*)

Criteria	Essential	Desirable
Education and Qualifications	<ol style="list-style-type: none"> 1. An appropriate post graduate qualification or equivalent 2. A track record of relevant scholarly (practical or theoretical work) outputs in Theatre Arts. 3. A recognised HE teaching qualification or the commitment to complete within 3 years of appointment (core module during 1st year of employment) 	<ol style="list-style-type: none"> 1. PhD in Political Science would be preferable

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES (list the specific knowledge e.g. policies or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)

Criteria	Essential	Desirable
Knowledge and Expertise	<ol style="list-style-type: none"> 1. Substantial experience of political science areas of research 2. Knowledge and experience of working in University outside in relevant political science discipline 3. Experience of teaching, learning and conducting assessments in relevant political science discipline 4. Potential to engage in relevant research and/or scholarship 5. An understanding of national/international dimensions of political science scholarly works 	<ol style="list-style-type: none"> 1. A track record of educational and professional development in Theatre Arts. 2. An understanding of quality assurance processes.
Skills	<ol style="list-style-type: none"> 6. Able to plan and organise own activity so as to meet objectives and deadlines within Theatre Arts and Creative Arts. Effective team member 7. Excellent communication skills (written and oral) 8. Flexible and able to move with the demands of the job 9. Sound professional judgement 	<ol style="list-style-type: none"> 3. Negotiating skills 4. Partnership working across professional/organisational boundaries 5. Curriculum development skills in Political Science
Attitude	<ol style="list-style-type: none"> 10. Commitment to providing students with a high-quality experience in Political Science 11. Open to new ideas and new ways of working in a higher institution like UPNG. 	
Ethics	<ol style="list-style-type: none"> 12. Knowledge of the UPNG Code of Conduct. 	

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS